



Community Development Department • Building Inspection Division
500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540 • (650) 903-6313 • FAX (650) 903-6474

PROCEDURE FOR SWIMMING POOL ABANDONMENT

The City of Mountain View requires a building permit and verification that a document has been recorded with the County of Santa Clara.

Prior to receiving a building permit the applicant must record a document with the County. The format and information contained in the document to be recorded must contain the following information:

- Title the document, "**Notice of Swimming Pool Abandonment**"
- Provide a three inch margin at the top of the page
- The document must be typed
- The document must include: your name, address where pool is located, legal description of the property, pool dimensions, and a brief explanation regarding the abandonment.
- Date and sign the document, then have it notarized
- The document is to be recorded with:

**The Recording Supervisor
The Santa Clara County Recorder
County Administration Building
70 W. Hedding, 1st floor, East Wing
San Jose, CA. 95110
(408) 299-2481**

Once the applicant has recorded the document they may apply for a building permit to abandon the swimming pool. The cost for the permit is \$95.51. The following documents will be required when applying for a building permit:

1. Three copies of a dimensioned site plan indicating:
 - Location and size of pool
 - Distances of pool to property lines and structures
 - Depth of demolition from finish grade (minimum 12")
 - Percent of pool bottom punched out (minimum 20%)
 - Material used to fill the pool (i.e., gravel or sand)
 - Wet signature of person preparing plans
2. Proof that the pool abandonment has been recorded with the County Recorder.